

Minority Business Development Agency

Native American Business Enterprise Center (NABEC) Program

Pre-Application Conference

May 18, 2007

Dial In By: 12:50 PM EDT

Start Time: 1:00 PM EDT

Welcome & Remarks

John Iglehart, Regional Director
Dallas National Enterprise Center
Atlanta National Enterprise Center

1. Overview

- Teleconference Protocol
- Competitive Solicitation
- Introduction of Speakers
- Purpose of Conference

Efrain Gonzalez, Program Manager
MBDA Office of Business Development

Teleconference Protocol

- Many callers at one time
- Keep phone on mute, unless directed otherwise
- Do not place teleconference on hold – you may be dropped
- Questions will be coordinated
- Keep questions relevant to topic at hand
- Avoid making statements
- Avoid duplicating questions

Competitive Solicitation

- **Federal Register Notice**
 - ◆ **Posted – May 10, 2007**

- **Grants.gov**
 - ◆ **Posted – May 10, 2007**

- **Competition Closes**
 - ◆ **June 15, 2007, 5:00 PM EDT**

Purpose of Conference

- Clarify Requirements Contained in the Federal Funding Opportunity Announcement
- Answer Questions Related to the Solicitation
- 3 NABECs Listed for Competition

Introduction of Speakers

MBDA Team

- John Iglehart, Regional Director, Dallas National Enterprise Center
- Efrain Gonzalez, Office of Business Development
- Kay Bills, Office of Native American Entrepreneurship and Trade
- Yolanda Whitley, Chief Information Officer

U.S. Department of Commerce

- Beverly Manley, Grants Officer, Office of Acquisition Management
- Greg Coss, Grants Specialist, Office of Acquisition Management

2. Program Overview

- Office of Native American Entrepreneurship and Trade
- NABEC Target Market
- Program Design & Objectives
- Customer Relationship Management
- Eligibility

Kay Bills

MBDA Office of Native American Entrepreneurship
and Trade



Office of Native American Entrepreneurship and Trade

- Established by Congress in 2001 to work with Alaska Native and Native American tribal communities and economies located on or near Indian Lands.
- The purpose of this office is to collaborate and assist the NABEC's, federal agencies, state agencies and the private sector industries in their missions that:
 - ◆ Promote private investment in the economies of Indian tribes and to encourage the sustainable development of resources of Indian tribes and Indian-owned businesses.
 - ◆ Promote the long-range sustained growth of the economies of Indian tribes.
 - ◆ Encourage intertribal, regional, and international trade and business development in order to assist in increasing productivity and the standard of living of members of Indian tribes and improving the economic self-sufficiency of the governing bodies of Indian tribes.
 - ◆ Promote economic self-sufficiency and political self- determination for Indian tribes and members of Indian tribes.
- While the focus is on Alaska Native and Native American Communities the Office also incorporates other minority owned businesses as strategic partners for overall success.
The Office addresses the twin goals of economic self-sufficiency and political self- determination by making available the resources of the private market; adequate capital, and technical expertise.



NABEC Target Market

- Target Market
 - ◆ Native American, Tribal Entities and Minority-Owned Firms
 - ◆ Start-ups
 - ◆ SGI firms
 - ☞ \$500,000 or more in annual revenues and/or
 - ☞ “Rapid Growth Potential”
 - Firms capable of generating significant employment and long-term economic growth



Program Design & Objectives

- Core Competencies
 - ◆ Client Assessments
 - ◆ Strategic Business Consulting
 - ◆ Leverage Technology
 - ◆ Networks
- Performance Oriented
 - ◆ Access to Capital
 - ◆ Access to Markets
 - ◆ Job Creation



Customer Relationship Management

- Client Responsive
- Continuous Improvement
- Building Collaborative Programs to Better Serve Clients



Eligibility

- ◆ American Indian Tribes
- ◆ For-Profit Entities
- ◆ Non-Profit
- ◆ State and Local Governments
- ◆ Educational Institutions

2. Program Overview

Questions and Answers

3. Work Requirements

- Geographic Service Area
- Training
- Work Elements

Efrain Gonzalez, Program Manager
MDBA Office of Business Development



3(a). Geographic Service Area

- 3 Service Areas
 - ◆ Statewide (New Mexico, North Carolina, Oklahoma)
 - ◆ Office Locations in Designated Cities
- Applicant Indicates Ability of Assistance
 - ☞ Face-to-Face and/or Virtual
- Fully Operational
 - ◆ Within 30 Days of Receipt of Award
 - ◆ Project Director
 - ◆ All Staff
 - ◆ Operational Support Items



3(b). Training

- Training Sessions Outlined
 - ◆ Post Award Conference
 - ◆ Regional NEC Conference
 - ◆ MBDA National Conference
 - ◆ National and NEC MED Week
 - ◆ Implementing a System for High-Quality Service
 - ◆ Advance Training Program
- Mandatory and Non-Mandatory
- Budgeting Required
- Planning Critical



3(c). Work Elements

- Market Development
- Client Services
- Operational Quality



3(c)i. Market Development

- Market Research & Development
- Market Promotion
- Resource Development
- Strategic Partners & Intra-Strategic Relationship
- Facilitate Matches



3(c)ii. Client Services

- Direct Client Assistance
- Written Engagements
- Implementation of MBDA Performance System
 - ◆ Documented Online
 - ◆ 72 hours
- Systems-Integrated Approach
- Client Assessment
- Functional Assistance

Note: NABEC engagement of client's day-to-day operations or decision making is prohibited.



3(d). Operational Quality

- Execute signed work plan agreements & engagement letters
 - ◆ Formally describe service methodology
- Regular data entry into Performance system (72 hours)
- Procedures for client fees/collections (if proposed)
- File maintenance and required documentation
- Written client acceptance and verification of services provided
- Comply with all reporting requirements
- Maintain content for MBDA online services/systems
- Promote & utilize MBDA programs and online tools
- Adhere to MBDA trademark and licensing requirements including signage and stationary requirements

3. Work Requirements

Questions and Answers

4. General Instructions & Required Documentation

Beverly Manley, Grants Officer,
Office of Acquisition Management,
U.S. Department of Commerce

4(a). Required Forms

- Standard Forms (SF) 424, 424A (Pages 1-2), 424B and LLL
- Commerce Department (CD) Forms 346, 511
- Budget Narrative explaining each budget line item listed on the SF-424A

4(b). Key Points to Remember

- Pages of the proposal should be numbered consecutively
- All calculations should be mathematically correct and precise (i.e. rounding to the nearest dollar)
- Make sure that SF-424A & SF-424 reconciles
- Budget Narrative must be detailed
- Preferably all signatures should be in blue ink
- All forms should have same signature date

4(c). Key Points to Remember

- Non-federal share is not required but encouraged
 - ◆ A letter from any/all 3rd Party Contributors must be detailed and signed
 - ◆ Fees are optional; discuss the method for collecting and charging fees, including policy for waiving fees

4(d). Key Points to Remember

- If cost share is proposed, it may be comprised of any combination of the following:
 - ◆ Cash
 - ◆ Non-Cash Applicant Contributions
 - ◆ Third-party In-kind Contributions
 - ◆ Client Fees

4(f). Key Points to Remember

- Executive Director must be identified; qualifications and a copy of the college transcript, if appropriate, are also required. This person must be highly qualified.
- Position Descriptions and qualification standards for all staff positions are required.

4(g). OMB Circulars

- Circulars may be downloaded at www.whitehouse.gov/omb/circulars

4(h). Final Comments

- Read the Notice carefully for all requirements.
- Ensure all forms and required documents are signed.
- Ensure all figures are correct.

4. General Instructions & Required Documentation

- Questions and Answers

5. Grants.Gov: Learning to Apply Electronically

Greg Coss, Grants Specialist
Office of Acquisition Management
U. S. Department of Commerce

5. Using the Find and Apply Portions of Grants.gov

- Register with Grants.gov
- Learn to search for grant opportunities
- Download an application package
- Work on an application package offline
- Submit an application to Grants.gov

5(a). Register with Grants.gov

- Grants.gov requires the applicant to be registered
- If you register as an organization, you need to take the following steps, which are located on the webpage:
 - ◆ Register with the Central Contractor Registry (CCR) - it's here where you determine the E-Biz POC and where you get your DUNS number (1-866-705-5711)
 - ◆ Register with the Credential Provider for Grants.gov, Operational Research Consultants (here, the E-Biz POC will select AOR for the organization. Must already be registered with CCR. AOR will get User ID and password)
 - ◆ Register with Grants.gov

5(a). Register with Grants.gov, (Continued...)

- If you register as an individual, you need to take the following steps:
 - ◆ Register with the Credential Provider
 - ◆ Register with Grants.gov
- Important Note: These are the only two steps if you register as an individual. Individuals do NOT require a DUNS number or to be registered with the CCR.

5(b). Search on Grant Opportunities Now at <http://www.grants.gov>

Once at the home page, click on “Find Grant Opportunities” in the red-tabbed section.

- Click “Search Grant Opportunities”
- Click “Basic Search”
- In section “Search by CFDA Number,” type 11.801.
- This is the CFDA number for NABEC and will lead you to the opportunity.

5(c). Downloading the Application Package

- You have reached the Federal Funding Announcement (FFO) for NABEC.
- After reviewing the synopsis on the FFO, click on “How to Apply.”
- **IMPORTANT NOTE:** In red link, you will see that you must download Pure Edge Viewer to see forms. Link will lead you to area for downloading.
- Under “Instructions and Application”, click on the link entitled “download.”
- Then click on the links for “Download Instructions and Download Application Package.”

5(c). Downloading the Application Package – (Continued...)

- Make sure to print out the instructions.
- On the other link, the Application will come up with all necessary forms under the heading “Mandatory Documents.”
- Click the “Save” button at top page next to submit button, and you will then save to your computer wherever you like (desktop, c drive, etc.).

5(c). Downloading the Application Package – (Continued...)

- Make sure to print out the instructions.
- On the other link, the Application will come up with all necessary forms under the heading “Mandatory Documents.”
- Click the “Save” button at top page next to submit button, and you will then save to your computer wherever you like (desktop, c drive, etc.).

5(d). Working on Application Offline

- At this point, you're offline, and can complete your application package.
- Click on a form, starting with SF-424, and then select open form.
- After completing a form, slide it over from Mandatory Documents to Mandatory Completed documents for Submission.
- Once all forms have been completed and moved to proper column, the "Submit" button will illuminate, provided there are no errors (there is a button which checks for errors).
- When you click the submit button, an interface is established between the document in your hard drive and Grants.gov

5(e). Submission of Application

- Type in User ID and password to Grants.gov assigned when registering with Credential Provider.
- **Remember:** Person submitting **MUST** be Authorized Online Representative (AOR). If anyone attempts to submit the application, it will be sent back to the applicant.

5. Grants.Gov: Learning to Apply Electronically

- *Questions and Answers*

Greg Coss is POC at Commerce for Grants.Gov

Phone Number (202) 482-3134

Email Address: gcoss1@doc.gov

6. Computer Requirements

- Network Design
- Desktop Workstations
- Maintenance & Security
- Web Site
- Time for Compliance
- Performance System
- Data Integrity
- Network Map

Yolanda Whitley, Chief, Information Officer
MBDA Office of Information Technology &
Knowledge Management

6(a). Network Design

- Client server network for locations that deliver services and stand-alone/network printers
- Microsoft Windows 2000 compatible
- 40 GB hard drive with 2 or more 9 GB disks
- Pentium IV class CPU
- Web, mail servers maintained by 3rd party must also be compatible (ISP providers)

6(b). Desktop Workstations

- One desktop for each staff delivering Minority Business assistance to the public via MBDA
- No more than 2 years old at time of award
- Pentium IV, 2.13 gigahertz, 512 MB Ram
- CD or DVD reader/writer
- Windows 2000 or XP compatible Operating System, Ethernet protocol
- MS Office Professional or higher
- MS Explorer 6.x or higher
- Anti-virus software or hardware based firewall
- Adobe 7.0 or higher on at least 1 workstation

6(c). Maintenance & Security

- Maintain network map (as built) on site reflecting adherence to requirements
- Designate and train on network or system administrator
- Additional software may be required price range (\$300-600) per server
- Unique username, passwords and email address required
- Security agreements signed by every employee including contractors; no access provided without signed agreement
- Copies of agreements to be faxed to MBDA CIO within 30 days after award

6(d). Website

Recipients must:

- Create/maintain web site conforming to MBDA web standards (see FFO p.20 for details)
- Include contact page
 - ◆ Example: employee bio's, contact information
- Not use 3rd party advertising of commercial goods and services
- Must provide an external link policy, subject to withdrawal by MBDA (suitable)
- Must comply with Americans with Disabilities Act, Section 508

6(e). Time for Compliance

Within 30 days after receipt of award, recipient must:

- Report via email to MBDA CIO compliance with IT requirements
- Report the name, contact information of the Project Director and Network/System Administrator
- Adhere to performance system and data integrity requirements

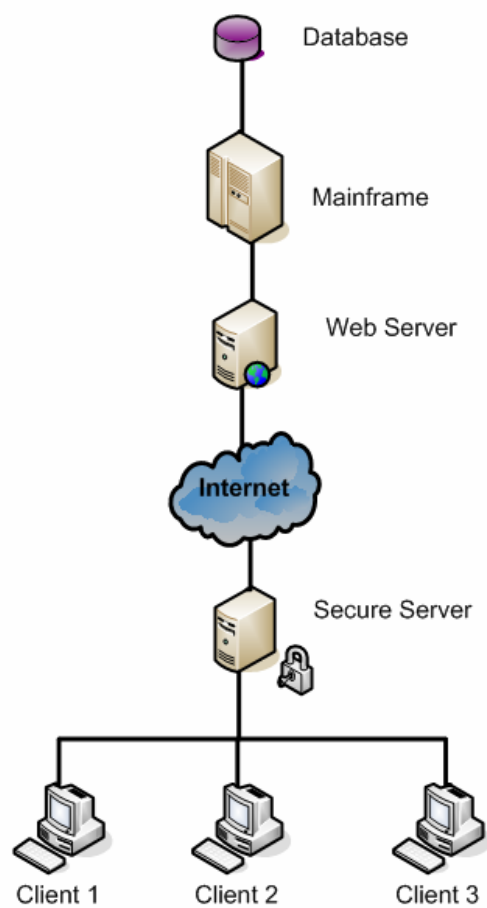
6(f). Performance System

- Performance reporting conducted using the Internet via Performance system on secure website at www.mbda.gov

6(g). Data Integrity

- Award Recipient Must Ensure
 - ◆ All data submitted is verified, accurate and timely
 - ◆ Provided by employee of award recipient
- Failure to Adhere
 - ◆ May result in enforcement

6(h). Network Map



- Applicant must provide a network map
- Identify equipment and capacity

6. Computer Requirements

Questions and Answers

7. Performance

- Measures
 - ◆ Items
 - ◆ Minimum Goals
 - ◆ Definitions
- Standards

Efrain Gonzalez, Program Manager
MBDA Office of Business Development

7(a). Measures - Items

- Dollar Value of Transactions (65 pts.)
 - ◆ Financial Transactions
 - ◆ Gross Receipts
 - ☞ Procurements/Contracts
 - ☞ Increase in Sales
- Number of Jobs Created (10 pts.)
- Number of New Clients (5 pts.)
- Administrative Management & Operational Quality (20 pts.)
- Extraordinary Performance (5 pts. Max.)

7(b). Measures – Min. Goals

- All goals listed are minimum requirements
- Goals vary by center
- Goals based on Federal Funding level

7(c). Measures – Definitions

- Each performance measure defined
- Several performance measures earn quantitative points
- Administrative Management & Operational Quality
 - ◆ Majority are qualitative in design
 - ◆ Assigned by MBDA

7(d). Performance - Standards

- Rating System
- Based on Cumulative Points Earned (Quantitative and Qualitative)
- Minimum Acceptable Rating is “Satisfactory”



7. Performance

- *Questions and Answers*

8. Proposal

- End in Mind
- Format
- Review & Selection Process

Efrain Gonzalez, Program Manager
MBDA Office of Business Development

8(a). End in Mind

- Develop clear understanding of MBDA needs
- Use proposal format; be clear & succinct
- Develop clear understanding of evaluation criteria
 - ◆ Must meet at least 70% of points available for each evaluation criterion
 - ◆ Bonus points may be awarded
- Correctly title each section (i.e. applicant capability, resources, techniques and methodologies, costs)
- Incorporate Work Requirements in proposal
- Attachments (including letters of support) must be included in submission package
- Number all pages; include applicant name on each page

8(b). Format

- Carefully Respond to
 - ◆ Applicant Capability (45 pts.)
 - ◆ Resources (20 pts.)
 - ◆ Techniques & Methodologies (25 pts.)
 - ◆ Proposed Budget & Supporting Budget Narrative & (10 pts.)
- ◆ Bonus points available (5 pts. Max)

8(b)i. Applicant Capability

- FFO (page 38)
- Adhere to Work Requirements
- Demonstrate ability to run NABEC
- Historical & background information
- Advocacy
- Provide required documents
- Provide supporting documents

8(b)ii. Resources

- FFO (page 39)
- Describe the resources at hand to support proposal
- Confirm location of the Center
- Letters of Support and Commitment
 - ◆ Resources listed
 - ◆ Community organizations
 - ◆ Prospective strategic partners
- Description of existing client base
- Provide required documents
- Provide supporting documents

8(b)iii. Techniques & Methodology

- FFO (page 39)
- Describe how each of the work requirements shall be met
- Describe how Center will be established and operating within 30 days
- Provide strategies and timelines
- Describe how applicant shall integrate work requirements with performance measures & existing infrastructure
- Provide a marketing plan

8(b)iii. Techniques & Methodology

Suggested Staffing Allocation Chart

Role	Status	Project Allocation	Hours	Client Consulting Hrs & %		Admin Time Hrs & %		Other (List Here) Time Hrs & %	
Project Director	Full Time	100%	2,050	410	20%	1,025	50%	615	30%
Business Consultant	Full Time	100%	2,050	1,640	80%	205	10%	205	10%
Business Consultant	Part Time	80%	1,640	1,312	80%	164	10%	164	10%
Admin. Asst.	Full Time	100%	2,050	0	0%	2,050	100%	0	0%
Intern	Part Time	50%	1,025	103	10%	820	80%	103	10%
Total			8,815	3,465	39%	4,264	49%	1,087	12%
									65

8(b)iv. Proposed Budget & Supporting Budget Narrative

- FFO (page 40)
- Consistent with proposal narrative
- Provide the following
 - ◆ Proposed Budget
 - ◆ Required Forms
 - ◆ Supporting Budget Narrative
- Non-Federal Cost share required not required
 - ◆ If proposed
 - ◆ Original and signed supporting documents/commitment letters required for 3rd party in-kind contributions
- Include required travel costs

8(b)vi. Optional - Client Fee Sample

Client Portfolio by MBE Annual Sales Range	Client Fee Per Hour	No. of Clients	Est. Hrs/Client	No. of Hrs.	Est. Client Billing
\$0 - \$99,999	\$10	10	22	220	\$2,200
\$100,000 - \$299,999	\$20	15	25	375	\$7,500
\$300,000 - \$999,999	\$30	50	41	2,050	\$61,500
\$1,000,000 - \$2,999,999	\$40	11	30	330	\$13,200
\$3,000,000 - \$4,999,999	\$50	10	35	350	\$17,500
\$5,000,000 and Above	\$60	4	35	140	\$8,400
Total		100		3,465	\$110,300
Less Billing Adjustments					
Fee Waivers	20%				
Fees UnCollectable	20%				
Total Billing Adjustments					
Adjusted Total - Client Fees					

1.Match to Performance Goals

2.Match to Staff Allocation Table

3.Describe Policy

4.Match to SF 424A (p.2)

8(c). Review & Selection Process

- Initial Screening
- Panel Review
- Final Recommendation
 - ◆ Panel Evaluation
 - ◆ Availability of Funding

Note: References will be checked

SF 424A - Budget Information – Non Construction Programs (p.1) NABEC Competition - May10, 2007

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Un-obligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. NABEC	11.801			195,000	83,590	278,590
2.						
SAMPLE DOCUMENT						
4.						
5. Totals	\$	\$	\$	\$ 195,000	\$ 83,590	\$ 278,590
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	135,000	25,000			160,000	
b. Fringe Benefits	15,000	5,000			20,000	
c. Travel	5,500	1,500			7,000	
d. Equipment	3,000	2,000			5,000	
e. Supplies	2,500	1,500			4,000	
f. Contractual		13,590			13,590	
g. Construction					0	
h. Other	34,000	35,000			69,000	
i. Total Direct Charges j(sum of 6a-6h)	195,000	83,590			278,590	
j. Indirect Charges						
K. Totals (sum of 6i and 6j)	195,000	\$ 83,590.00			278,590.00	
7. Program Income	\$	\$	\$	\$	\$	

SF 424A - Budget Information – Non Construction Programs (p.2)

SAMPLE - DOCUMENT

Section C - Non Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8. NABEC 11.801 Non-Federal Cost Share - Cash	10,000	Match to page 1	\$ 5,000	\$ 15, 000	
9. Non-Federal Cost Share – Client Fees			\$ 66,180	\$ 66,180	
10. Non-Federal Cost Share – 3 rd Party In-Kind	\$		\$ 2,410	\$ 2,410	
11.					
12. Total (sum of 8 - 11)	\$ 10,000	\$	\$ 73,590	\$ 83,590	
Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 195,000.00	\$ 48,750.00	\$ 48,750.00	\$ 48,750.00	\$ 48,750.00
14. Non-Federal	\$ 83,590.00	\$ 20,898.00	\$ 20,897.00	\$ 20,898.00	\$ 20,897.00
15. Total (Sum of lines 13 and 14)	\$ 278,590.00	\$ 69,648.00	\$ 69,647.00	\$ 69,648.00	\$ 69,647.00
Section E - Budget Estimates of Federal Needed for Balance of the Project					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. NABEC 11.801	\$	\$	\$	\$	
17.	c	(
18.					
19.					
20. Total (Sum of lines 16-19j)	\$	\$	\$	\$	
Section F - Other Budget Information					
21. Direct Charges	22. Indirect Charges				
23. Remarks					

Sample 424

Legal name to appear
in award document

Enter
Dun &
Bradstreet
number

Must Match
SF-424A

Sign in
Blue Ink

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

NABEC Competition - May10, 2007

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 9/9/06	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 12-3456-0001
5. APPLICANT INFORMATION			
Legal Name: ACME Business Development, Inc.		Organizational Unit: Department: Office of the President	
Organizational DUNS:		Division:	
Address: Street: 12345 Main St.		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Mobile		Prefix: Ms. First Name: Jane	
County: XYZ		Middle Name	
State: Alabama Zip Code: 123456-0001		Last Name: Doe	
Country: USA		Suffix:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 11-4444441		Email: jdoe@acmebdi.net	
7. TYPE OF APPLICANT: (See back of form for Application Types) Non-Profit		Phone Number (give area code): 111-222-3456 Fax Number (give area code): 111-222-3444	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		9. NAME OF FEDERAL AGENCY: Minority Business Development Agency	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 11-800		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Alabama Minority Business Enterprise Center	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): State of Alabama		13. PROPOSED PROJECT Start Date: October 1, 2006 Ending Date: September 30, 2007	
14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project		15. ESTIMATED FUNDING:	
a. Federal \$ 195,000		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
b. Applicant \$ 10,000		a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
c. State \$		b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local \$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other \$ 73,590		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income \$		<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL \$ 278,590		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Authorized Representative			
Prefix		First Name Jane Middle Name -	
Last Name Doe		Suffix	
b. Title President & CEO		c. Telephone Number (give area code) 111-222-3456	
Signature of Authorized Representative		e. Date Signed	

Be sure to provide

Contact person
on award document

Identify all
Applicable
Congressional
Districts

Match Date
With Entire
Application

SF-424 Errors Frequently Found

- Line 14 Congressional Districts

- Line 15 Estimated Project [Reconcile with SF 424a]

— A Federal	\$195,000	Sec B(k-1) & Sec D-13 total
— Applicant	10,000	Sec. C (b)
— State		
— Local		
— Other	73,590	Sec. C (d) (Assume 3 rd party cash & equip)
— Program Income	_____	
— Total	\$278,590	Sec. B (K-5) & Sec. D-15 total

Total Funding is \$835,770 (based on 3 year cycle -\$278,590 x 3)

- Line 18
 - Item d Signature must be affixed to form
 - Item e Date must be included

9. Close

MBDA Office of Business Development